

**NATIONAL AIRSPACE SYSTEM
CONFIGURATION CONTROL BOARD
OPERATING PROCEDURES**

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Approved _____
Alan Moore, AAF-1
NAS CCB Co-Chair

Approved _____
John Scardina, ASD-1
NAS CCB Co-Chair

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1.0 INTRODUCTION

The National Airspace System (NAS) Configuration Control Board (CCB) is responsible for top level Configuration Management (CM) of the NAS for the agency. This includes Configuration Management of the NAS Technical Architecture, traceability of requirements from the NAS documentation/baselines to the program documentation/baselines, and delegation of CCB authority for lower level CM baselines to the appropriate solution providers. The NAS CCB serves as the final decision making authority for technical CM decisions, e.g. CV4400, TARDIS, that are not accomplished at other CCBs.

1.1 Purpose

This document describes the standard operating procedures for the NAS CCB as chartered by the “National Airspace System Configuration Control Board Charter”.

1.2 Scope

This procedure applies to the operation of the NAS CCB for the adjudication and tracking of the implementation of approved Configuration Items (CI), as identified in Appendix A of the NAS CCB Charter, changes to those CIs (within the scope of its charter), consideration of other NAS technical issues, and approval of all subordinate CCB Charters. Issues that are not within the scope of the CCB charter will be referred to the appropriate FAA body or organization.

1.3 Guiding Principles

The NAS CCB is comprised of organizations that are impacted by changes to the NAS infrastructure. The members of the NAS CCB collectively identify all significant implications relative to the disposition of proposed changes to NAS CCB CIs. Utilizing procedures defined in this document, the Board reviews proposed changes, which affect interface requirements, and changes to systems, which affect the NAS Level Requirements or NAS Architecture. The CCB may also consider other technical issues as directed by the Co-Chairs.

2.0 DEFINITIONS

Configuration Management (CM) – A discipline applying technical and administrative direction and surveillance to identify and document the functional and physical characteristics of an item; control changes to those characteristics; and record and report change processing and implementation status.

Configuration Control Board (CCB) - The official FAA authorized vehicle to approve CM baselines and subsequent changes. There are several levels of CCBs: the NAS; the IPT or other solution provider; those that manage software baselines or testing facilities; and the Regions. The configuration items controlled by each CCB are identified in the respective CCB charters.

Configuration Item (CI) - An aggregation of hardware/software/firmware/documentation, which satisfies an end use function and is designated for Configuration Management by the FAA.

National Airspace System (NAS) - The common network of U.S. airspace; air navigation facilities; equipment and services; airports and landing areas; aeronautical charts; information and services; rules regulations and procedures; technical information; and manpower and material. System components shared jointly with the military are included.

NAS-MD-001- National Airspace System Master Configuration Index (MCI), subsystem baseline configuration and documentation listing.

NAS Level Requirements - The aggregation of shall statements found in NAS CCB CIs.

Case File/NAS Change Proposal (NCP) (FAA FORM 1800-2) - The approved form used to request change to a NAS baseline, including adding new systems. Copies of the form and instructions on how to fill it out are found in NAS-MD-001 and the FAA CM Web page (faa.gov/cm).

Configuration Control Decision (CCD) (FAA FORM 1800-49) - The approved form used to document a decision and implementation, as appropriate, for a Case File/NCP. Copies of the form and instructions on how to fill it out are found in NAS-MD-001 and the FAA CM Web page (faa.gov/cm).

3.0 ORGANIZATION AND RESPONSIBILITIES

The NAS Configuration Control Board is comprised of Co-Chairs, Executive Secretary, permanent members (or pre-designated alternates), Ad Hoc members, and Technical Advisors and Consultants. Responsibilities are detailed in the NAS CCB Charter.

4.0 NAS CCB ORGANIZATIONAL RELATIONSHIPS

The Joint Resources Council (JRC) establishes and manages Acquisition Program Baselines (APBs), which define cost, schedule, performance, and benefit parameters for programs over the full lifecycle of the program. Final Requirements Documents (FRD), which are approved at JRC-2 as part of the Investment Decision, are configuration managed by the NAS CCB. The NAS CCB will evaluate all technical changes to the FRD and make recommendations to the JRC.

The NAS CCB is responsible for ensuring traceability from NAS CCB-controlled Configuration Items to specific IPTs and program documents. This traceability is currently provided by the Documentation and Configuration Identification System (DOCCON). Future traceability will also be provided by the Technical Architecture. The boundary between the responsibility of the NAS CCB and the individual program is defined through identification of Configuration Items in Appendix A of the NAS CCB's Charter and the IPT CCB's Charter. The IPTs are responsible for the Case Files/NCPs for CIs that cross CCB responsibilities, unless the Case File/NCP cannot be resolved at the IPT level, at which time it is sent to the NAS CCB for adjudication. NCPs for systems not covered by existing CCBs (non-allocated) are the responsibility of the NAS CCB. An example of a CI that may cross CCB responsibilities is an Interface Control Document (ICD). Baselineing or changing an ICD would be the responsibility of the NAS CCB only if the IPT CCBs involved could not resolve any associated issues or an approved IRD for that system was not in place. The senior IPT or the IPT with the more mature effected system would initiate the ICD or changes to same.

When a national CM baseline is to be established, the JRC is typically approached for program approval and adoption of the program APB. Before approval, a casefile shall be submitted which identifies which NAS-level requirements that are to be satisfied by the program. Case File and NCP forms and their instructions can be found in NAS-MD-001 and on the FAA CM Web page. These NAS requirements are resident in the FRD. The Case File will identify all documentation that comprises the program. If the corresponding Case File/NAS Change Proposal (NCP) is approved by the NAS CCB, a recommendation of approval is made to the JRC by the NAS CCB. Contingent upon approval and adoption of the new program by the JRC, the program is established in the national Master Configuration Index. The JRC at this time designates a funding level to accomplish the program. Any changes to the JRC baselined technical documentation will require a new Case File/NCP, and if applicable, an updated FRD.

Changes to program baselines are typically accomplished as follows:

If there is a proposed change to the program baseline affecting a NAS CCB configuration item, as defined in the NAS CCB Charter, a Case File/NCP is submitted for processing by the NAS CCB. The NAS CCB reviews the proposed change and can approve, modify, or reject the change based upon the technical merit of the proposed change. If this also requires a change to a JRC controlled parameter in the APB (such as cost, schedule, performance or benefits), the NAS CCB will produce an NCP synopsis for the JRC. Upon approval by the JRC, the CCD is formally signed and approved.

An example of where it would be appropriate to go to the NAS CCB is the proposed establishment of a national baseline for existing region-unique equipment. The NAS CCB can be asked to consider issues such as: verification that a national requirement exists; verification that a plan for life-cycle support is formalized; determination of the impact of nationalization on the NAS Architecture. If additional funding is required, the JRC is approached with the NAS CCB's NCP synopsis.

5.0 PROCEDURES

The following procedures apply to the operation of the NAS CCB.

5.1 Meetings

5.1.1 Scheduling

The CCB Executive Secretary will schedule NAS CCB meetings, as approved by the Co-Chairs, on a bimonthly basis. The Checklist found in Appendix 1 shall be used to prepare for CCB meetings. Frequency of meetings is determined by the availability of issues to be considered by the board. If no issues are ready for consideration at a particular meeting, it will be cancelled with cc:Mail notification provided before the deadline for Agenda distribution. The CCB Executive Secretary will provide the meeting time and location no later than two weeks prior to the CCB.

5.1.2 Issue Briefs

The CCB Executive Secretary shall schedule an Issue brief prior to the pre-brief. The issue brief shall be for sponsors of NCPs and other issues on the agenda and other interested parties to discuss and resolve issues. Unless granted a waiver by the Executive Secretary, each proposed issue must have an advocate at the issue meetings to present a short summary of the proposed issues and to answer any questions. The issue brief shall be no less than five working days before the CCB

5.1.3 Pre-Briefs

The CCB Executive Secretary will arrange pre-briefs for both Co-Chairs. The objective of the pre-briefs is to inform the Co-Chairs of the proposed issues for

the next CCB meeting. Co-Chairs may decide to adjudicate items at the pre-brief. If all items are disposed of at the pre-brief, the CCB will be cancelled.

5.1.4 Agenda Preparation and Distribution

An agenda and CCB package will be sent by the Executive Secretary or designee to the membership at least one week before the scheduled CCB. The Agenda may be distributed in hard copy or electronically. The criteria for selection as an agenda item are:

- a. All stakeholders (must evaluators) have had an opportunity to comment;
-Time critical NCPs may be taken to the CCB without all must evaluation responses.
- b. Funding is available;
- c. All nonconcurs and concur with comment are appropriately resolved or addressed;
-If comments cannot be resolved, the item may be taken to the CCB for resolution.

5.1.5 Conduct of Meetings

The CCB Executive Secretary will lead the CCB meetings. Each issue considered by the board must have an advocate present to provide a summary of the proposal, to discuss the resolution of any issues, and to answer any questions. The Co-Chairs reserve the right to defer an item if no advocate is present.

5.1.6 Preparation and Dissemination of Minutes

The CCB Executive Secretary will prepare CCB meeting minutes for signature by the Co-Chairs. At the option of both Co-Chairs, signature of the minutes may be delegated to the CCB Executive Secretary. Meeting minutes, at a minimum, will include discussion, decisions, a copy of any signed CCDs, other assigned actions and a list of attendees.

5.2 Decision Making

The Co-Chairs may poll the CCB permanent members to assess the prevailing opinion and to ensure that any objections have been considered. The actual decision is made by agreement of the Co-Chairs. The following decisions can be made on issues brought before the NAS CCB:

- a. **Approve.**
- b. **Disapprove.** The reasons for disapproval shall be stated in the CCD and meeting minutes.
- c. **Approve with changes.** Identify those changes in the CCD and meeting minutes, referencing the resolution of comments section of the NCP.

- d. **Defer.** State the reason for deferral and associated action items, and date when the item will be brought to the board again. Adjudication of an NCP shall not be indefinitely deferred.

5.2.1 NAS Change Proposals (NCPs)

Decisions on NCPs are made by both Co-Chairs and can be made independent of a convened CCB if there are not any outstanding issues.

5.2.2 Configuration Control Decisions (CCDs)

CCDs shall contain the specific actions that are necessary to implement NCPs. Each action shall be assigned to a specific organization and shall have an assigned due date. Both Co-Chairs shall sign the CCD.

5.2.3 Implementation and Closure

The Executive Secretary will periodically review CCDs to verify implementation and closure and bring special cases to the attention of the Co-Chairs. The NAS CCB Executive Secretary shall provide a bimonthly report to all NAS CCB Members of all open NCPs/CCDs. The NAS CCB Executive Secretary shall ensure all pertinent Case File/NCP/CCD and action item(s) data are entered into the appropriate CM database.

5.2.4 Disputes

The NAS CCB is the highest level CCB dealing with the NAS in the FAA. Any disputes with the decision rendered by the Co-Chairs shall be registered either at the CCB meeting or in writing to the Co-Chairs and Executive Secretary within 5 working days after the distribution of the minutes. The Executive Secretary shall note any pending disputes to the Co-Chairs. If the dispute can not be resolved at the NAS CCB, the Co-Chairs will raise the dispute to the Associates (ARA-1 and ATS-1) for adjudication.